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3 July 1952

MEMORANDUM FOR: Mr. Wiener

1. I have carefully reviewed the Director's 9 January memorandum on the general principles governing administrative support for your Offices, your memorandum of the same date and subject to Mr. Wolf in which he concurred, Mr. Wolf's memorandum to [] which implemented the agreements made by you, Mr. Wolf, and [] and the paper now under consideration.

2. It is my understanding that it is not intended to alter the basic principles announced by the Director in January. I, therefore, feel that the proposed paper should be entirely consistent with the Director's 9 January memorandum and should be so worded that it cannot be interpreted as changing or conflicting with it.

3. In trying to draft an acceptable statement for the Chief, Administrative Staff, I have used as much of the language from the January papers as possible (and I don't think that it is out of context), together with some of the language in the proposed paper. My proposed statement is attached. It still leaves a lot of detail to be settled between the Deputy Director (Administration) and the Deputy Director (Plans) as to exactly what each is going to do and how. We couldn't settle these details today and I don't believe that this paper should attempt to spell this out. It leaves unaltered the Director's instructions that, subject to certain principles, "the Deputy Director (Administration) is charged with and is responsible to the undersigned (Director) for all administrative support for the Agency." It recognizes that administrative support for the destination services must be a joint DE/P-DD/A effort, that uniform procedures must be developed, and that the existing unnecessary duplication of administrative effort must be eliminated. I put the sentence pertaining to training in parenthesis just to fill out the paragraph. As you know, I leave this entirely to you and Colonel Baird.

4. I hope that you will find the attached acceptable.

L. C. Wiener

1 Att.

cc: Mr. Hedden

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25X1

- (5) Chief, Administration: A qualified Administrative Officer provided by the Deputy Director (Administration), acceptable and primarily responsible to the Deputy Director (Plans) for prosecuting with the Deputy Director (Administration) the planning, development, coordination and implementation of administrative support for all clandestine activities. This will include the establishment of uniform administrative procedures, which are consistent with Agency Regulations and procedures, for all clandestine activities abroad. (The Chief, Administration, shall also direct covert training in support of all clandestine activities.) The organization and functions of this staff element shall be such as will insure the closest possible coordination with the Deputy Director (Administration) on all phases of administrative support and the expeditious elimination of all unnecessary duplication of administrative effort.

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